

## **SAFETY MEETINGS**

1 Purpose. This document establishes requirements for safety meetings for Government employees in the Portland District. This also applies to Government observation of the contractor safety meetings in the District.

2. Applicability. This document is applicable for all CENWP District, area, project, lake and resident office employees.

3. Meetings.

a: Office Employees. Safety meetings for office employees (District and area/project offices) will be held on a quarterly basis.

b. Operating Elements. Operating and field elements such as powerhouses, maintenance forces, and drill crews will hold safety meetings at least monthly, with supervisory meetings held at least quarterly. Weekly toolbox safety meetings are appropriate for temporary summer hires on fieldwork for at least the first month of their employment.

c. Shift Employees. Shift employees whose duty hours make it impracticable for them to attend safety meetings will be excused from those meetings they are unable to attend. However, these employees will be furnished minutes of the meetings by their supervisors. The supervisors will discuss any pertinent items that were presented at the meeting. Documentation must show that shift employees have received and reviewed the minutes.

d. Supervisors. Supervisors are responsible for scheduling, conducting and ensuring all employees attend safety meetings. They must also ensure that the subjects are pertinent and meaningful.

4. Briefing: Materials.

a. Safety and health videos, films, slides etc., may be obtained from the District library. Suggested items for discussion are:

- (1) Office safety.
- (2) Safety in the home and off the job.
- (3) Defensive driving
- (4) Safety of site visitors.
- (5) Review of any accidents or near-accidents that occurred since the previous meeting.
- (6) Discussion of unsafe conditions that have not been corrected on projects.
- (7) Discussion of hazards to be expected on future work.
- (3) Review of contractor safety programs and evaluation of degree of compliance.
- (9) Review of sections of EM 385-1-1 applicable to the work being performed.
- (10) Evaluation of effectiveness of existing safety programs.
- (11) Discussion of ideas or methods for improving the safety program.
- (12) Acquisition and use of PPE.

d. Reports. A brief report of safety meetings, together with a list of personnel attending the meeting, will be kept on file.

5. Contractors.

a. Contractor forces are required to hold a minimum of one safety meeting each week IAW EM 385-1-I, General Safety and Health Requirements, for all workers on the contracted projects. Written reports of these meetings with the date, time, signatures of persons attending, subjects discussed and meeting leaders are contractually required. Government field personnel responsible for contract activities should periodically spot check to ensure safety meetings are held and required documentation is kept.

b. In addition to the weekly meeting for all employees, EM 385-1-I requires a monthly meeting be held with all supervisors on the construction project. These monthly meetings will include both contractor and CE personnel, and on larger contracts will consist of several "zone" meetings. A report of each of these meetings must be on file at CE offices for review during safety surveys